

65-5875-1

27 September 1965

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Deputy Director for Support  
Deputy to the DCI for National Intelligence  
Programs Evaluation  
General Counsel  
Inspector General

SUBJECT : Coordination of Correspondence

1. Offices originating correspondence to be submitted to the Office of the Director for signature or action are requested to effect appropriate coordination with other interested Agency components before the material is submitted to the Office of the Director.

2. In addition to the signature of the originating official, material sent to the Office of the Director should include the signatures of concurring officials or memoranda explaining non-concurrences. If time does not permit formal coordination, a notation should indicate what informal coordination has been effected and the results thereof.

/s/ L. K. White

L. K. White  
Executive Director-Comptroller

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MOR/CDR

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